

Application form for Admission/Readmission to College Hostel (Wef 2022)[illegible]

M.Tech./ MBA	EC	CS	IT	EE	CE	ME	MBA

Accountant

(PTO)

Toc H INSTITUTE OF SCIENCE & TECHNOLOGY
RULES AND REGULATIONS FOR HOSTEL INMATES (2022 onwards)

"It's your freedom where to stay, if you stay with us follow the rules of the institution and you have no right to question it".

1. Students who have been allocated hostel facility should bring the following when they report for hostel admission.
1. Bed & Pillow 2. Bucket and Mug 3. Plate and Glass for their use which should be cleaned and kept in their custody.
2. **Admission to hostel is valid for one academic year only.** The inmates are required to vacate the hostel after the even semester examinations every year and apply afresh for admission for the following year.
3. A student does not automatically qualify for hostel admission for any academic year just because he/she was a hostel inmate in the previous year. **The Management/Principal reserves the right to extend or terminate hostel admission to any student on the basis of his/her behavior, conduct and academic performance.**
4. Vegetarian food will be provided to all inmates of the hostel as per the menu. However non-vegetarian food will be served on prior demand as per schedule with additional payment. **Deviation from the Menu may happen based on the cost and availability of raw materials.**
5. **Ragging of any form, smoking, consumption of alcohol, drugs, etc are strictly prohibited. Inmates found guilty of such acts will be immediately expelled from the hostel followed by legal proceedings.**
6. Inmates are normally permitted to go home only twice in a month, during second, third Saturday & Sunday, after submitting a written request and obtaining permission from Warden & SRA. They should also indicate the date of their return to hostel in the letter.
7. **Mess fees should be remitted before 15th of the subsequent month. A late fee of 250/- will be levied after 30th and the defaulters will not be allowed to stay in the hostel thereafter without clearing the dues.**
8. **Mess concession @ 50% could be claimed by the inmates if they are absent from the hostel during officially declared holidays for a minimum period of 6 days in a row. However, no concession will be granted to any inmate who is absent from the Hostel while the classes are in progress for them. Full mess concession could be claimed by inmates of the hostel during Onam & Christmas Holidays and semester break and major project work, and if the inmate is absent from the hostel for more than 15 days continuously with prior written permission from competent authority. However, there will be no exemption in the establishment charges.**
9. A student who absents himself from the hostel for more than 15 days without permission will have to seek readmission with all its formalities. This rule does not apply to the students who go for their projects.
10. Hostel inmates are not permitted to stay in the hostel during class hours without the written permission of HODs
11. **All inmates of the hostel have to avail mess facilities.** No concession will be given to the inmates of the hostel if mess facilities are not availed on any day when he/she is present.
12. **If any inmate does not avail mess facilities, he/she will not be permitted to stay in the hostel.**
13. **Girls' Hostel gate closes by 6.30pm and Boys' Hostel by 7.30pm. No inmates are allowed to enter or exit after this time. Attendance will be marked by the Warden at 8.30 pm every day, by visiting each room of the hostel inmates. All the inmates are expected to remain present during that time positively.** Gate passes to be obtained from Warden signed by SRA to be taken in case of an emergency after this time. Prior permission should be obtained from Discipline in charge in such cases. However this provision is restricted to Boys' Hostel only.
14. All outside campus visits of the inmates should be intimated to the Warden and permission obtained before leaving the hostel and noted in the register maintained for this purpose; stating time of departure, destination and arrival.
15. **Bringing visitors other than parents/guardian/relatives to hostel and providing mess facilities is not permitted. Violation of this will lead to expulsion from hostel.**
16. Inmates should keep their personal belongings under lock and key. Lock the room while going out. Hostel authorities are not responsible for any loss/theft occurred. Always keep the rooms clean and tidy.
17. Do not pick up unnecessary arguments/quarrel with either the hostel staff or fellow inmates. Any grievances or problems should be reported to the Warden. **Hostel Warden / SRA & Discipline in charge are allowed to enter any room allotted to hostel inmates. The hostel inmates have no right to question or quarrel with them.**
18. Inmates are responsible for maintaining the hostel property (viz. Furniture, washing machine, TV, electrical and sanitary fittings, any other facilities) in good condition. **Damages will be recovered in case of breakage/missing, from their Caution deposit.**
19. In the hostel, laptops can be used only for academic purpose with prior approval from Principal; Viewing cinema or hearing music in loud voice which cause disturbances to others are not allowed.
20. **Day scholars are not allowed to enter the hostel without the permission of the warden.**
21. Bringing Motor vehicles (two/four wheelers) to the hostel by student inmates is strictly prohibited. However exception may be given to final year students for bringing two wheelers on conditions decided by the authorities and based on written request recommended by Discipline in charge and approved by Principal.
22. **Study/Mess scheduled timing has to be strictly adhered to by the student inmates.**
23. **The mobile phones should be kept in silent mode after 10.00 pm.**
24. Parents are expected to meet the hostel authorities at least twice in a year to take care of the discipline and welfare of their children.

DECLARATION

I do hereby promise to abide strictly by the rules and regulations of the hostel indicated above and if found guilty of violation, I may be expelled from the hostel.

Name of Student: _____ Reg. no: _____ Branch: _____ Semester: _____ Signature: _____

Vouch for the good conduct of my son/daughter and shall be responsible for his/her misconduct, if any.

Place: _____ Signature of Parent _____

Date: _____ Name & Address of Parent: _____

Mob No. _____